

ADAMS Public Libraries Users' Guide

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Publication Information

ADAMS Public Libraries Users' Guide, First Edition

Date Published: October 8, 1999

ADAMS Accession # ML992730103, Version 8

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Purpose

This Users' Guide tells you how to search for, view, copy and print NRC documents state are stored in the ADAMS Public Libraries. ADAMS stands for Agencywide Document Access and Management Systems. [Click here](#) for a more general discussion of this NRC program to release and make available it's public documents.

About the ADAMS Public Libraries Users' Guide

You may access and use this document in one of three versions:

1. Download Users' Guide in [PDF](#) or [WordPerfect](#) format
2. Order a free paper copy by emailing the NRC Public Document Room Staff at PDR@NRC.gov or calling 1-800-397-4209 or 1-202-634-3273
3. An **ON-LINE** version at <http://www.nrc.gov/NRC/PDR/USERGUIDE/index.html> This on-line interactive version, using your Internet Browser, contains many links which allow you to navigate quickly to the information needed. It is available to you concurrently with an open session in the ADAMS Libraries, using Citrix Web Client. While using ADAMS, you can toggle or switch back and forth to navigate around in this Users' Guide without having to leave the library or search session.

To move between **Users' Guide** and ADAM Libraries, there are several options:

- A. While holding down the ALT key, press the TAB key to move between your browser and your ADAMS user session. The BACK button on your browser will only move you around in the Users' Guide.
- B. Use the Task Bar at the bottom of your screen to move between your browser and ADAMS

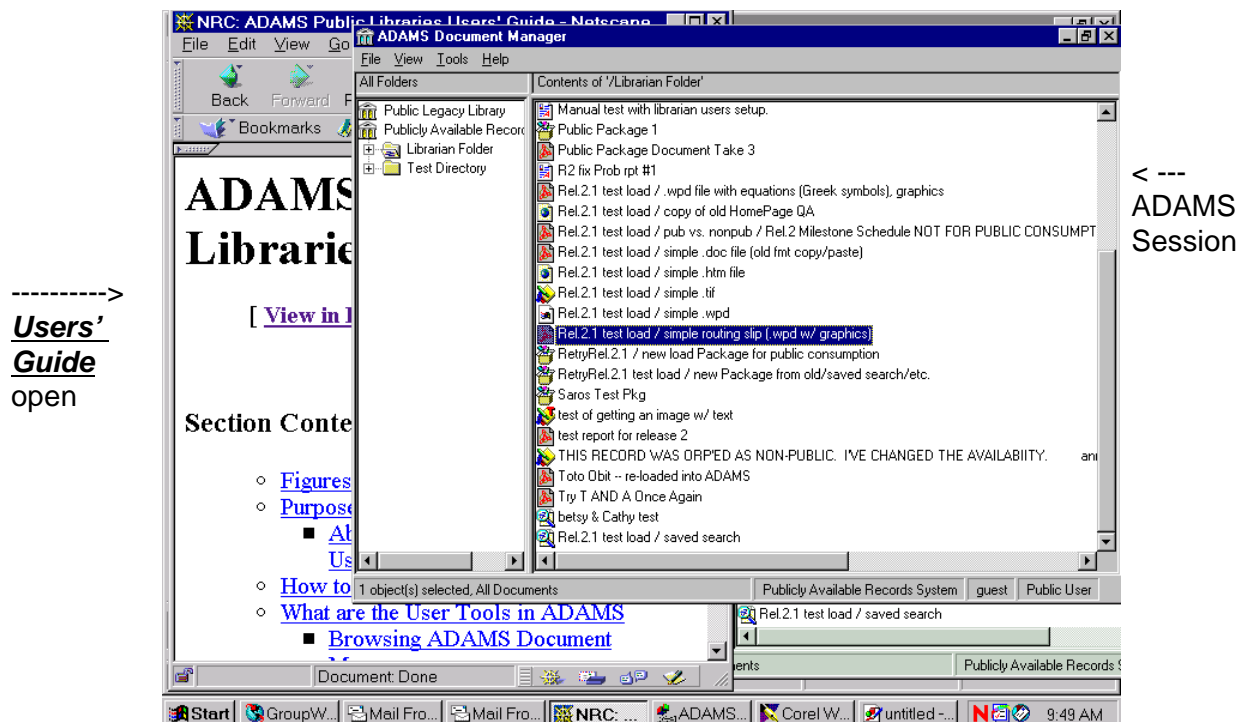


Fig. 1. See both ADAMS and Users' Guide at same time.

How to Log into ADAMS

When you choose to enter ADAMS, click on the ADAMS icon on the NRC External Web site, which will open a user session and give you the Logon screen as seen below. Before you can access ADAMS, you must obtain a Citrix plugin. See [Getting Started with ADAMS](#).

To Logon

! Enter **guest** as the **User name**. There is no password or group to be entered.

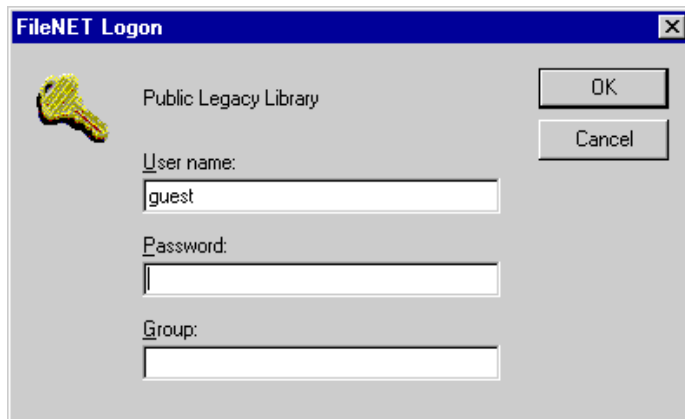


Fig. 2. FileNET Logon Screen

To Change Libraries

! At Logon Screen, select **Cancel**.

! Select the appropriate library and enter **guest** as the **User Name**. The ADAMS Document Manager will open.

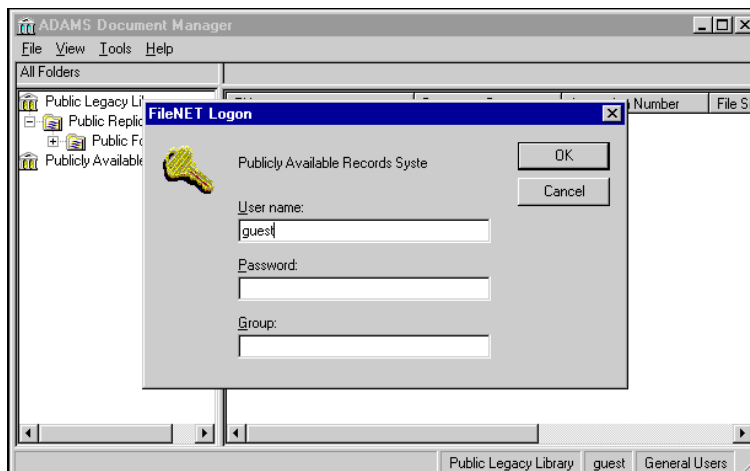


Fig. 3. Changing Libraries

What are the User Tools in ADAMS

Three User **Tools** in ADAMS:

1. [Document Manager](#),
2. [FIND](#), and
3. [Viewer](#)

To move from the Document Manager to the FIND options:

- ! select the **T**ools option on the Menu Bar and then
- ! select the **A**DAMS **F**ind option

To move from the Viewer to the Document Manager:

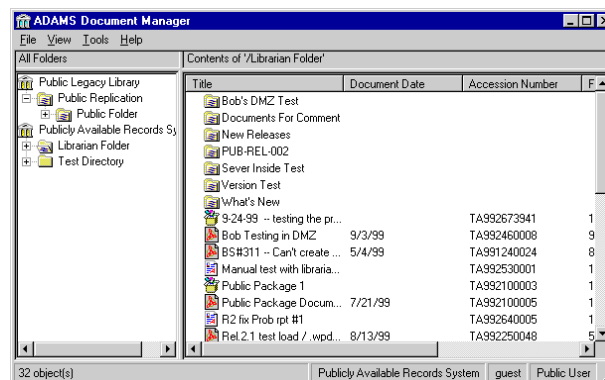
- ! Select the **F**ile options on the Menu Bar and then
- ! select the **A**DAMS **O**pen option

Finding your options:

You can move from task to task in ADAMS by using the standard Windows capabilities. For example:

1. Click on the **M**enu **B**ar at top of the screen to get drop down menus.

2. click on the **R**ight **M**ouse **B**utton to see other options



3 **Column Header**

Fig. 4. ADAMS Document Manager

When in Doubt, Right Click

If you drag the right edge of the **Column Header**, you can **change the size** of that property.

If you click on the **Column Header**, documents will be sorted by that attribute. NOTE that you can not sort on a Multi-Valued (MV)property.

Browsing ADAMS Document Manager

You will see the following icons in ADAMS.



Libraries



[Folders](#)

[Documents](#)

The electronic documents are stored in the ADAMS PARS Library in several formats.



Documents that are captured as electronic files from other applications have been converted into [PDF](#) files.



Documents that are captured from paper are captured and stored as [TIFF](#) images with attached text files created by the [OCR process](#).



[Packages](#)



[Saved Searches](#)

ADAMS Folders

Folders shown in ADAMS contain pointers to ****some**** of the documents and other objects that are stored and managed in the libraries. A single document may be found in more than one folder because of its subject matter (just as a copy of a paper document can be filed in more than one file folder). In the case of an electronic ADAMS document, each folder merely has an electronic link or pointer to the same document. A title viewed, printed, or copied from one file will be the same as if viewed, printed, etc., from another folder.

WARNING: ** NOT ALL DOCUMENTS IN ADAMS COLLECTIONS ARE IN FOLDERS.

If, by browsing through the folders in the Document Manager, you do not find the document for which you are looking, you can [search](#) to find documents in the library.

To open a folder:

! Click the folder icon to display its contents

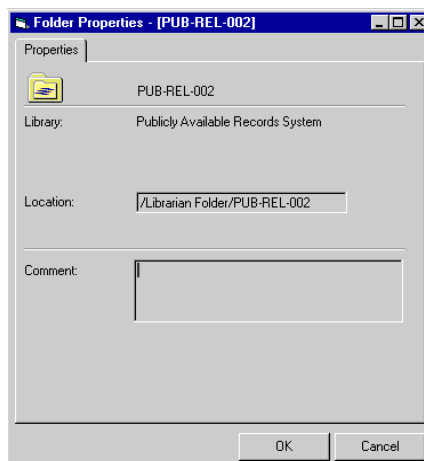
To display or hide sub-folders:

! Double-click the folder icon to expand or collapse it

Folder Properties

To see the properties of a folder:
! Right click on the folder title
! Select Properties option

Fig. 5. Folder Properties



ADAMS Documents

NRC documents contained and/or described in the ADAMS libraries vary in form and format depending on the source of the document and the Library in which it is contained. [Click here](#) for more information.

Working with Documents

To work with a document, right-click a document title and select:

- [View](#) Shows you the document using ADAMS Viewer
- Open** Opens a read-only document
- [Copy To...](#) Make a local copy of the document outside ADAMS
- [Print](#) Make a hard copy of the document
- [Create Report](#) Create a report containing document information
- [Properties](#) Displays additional details about a document

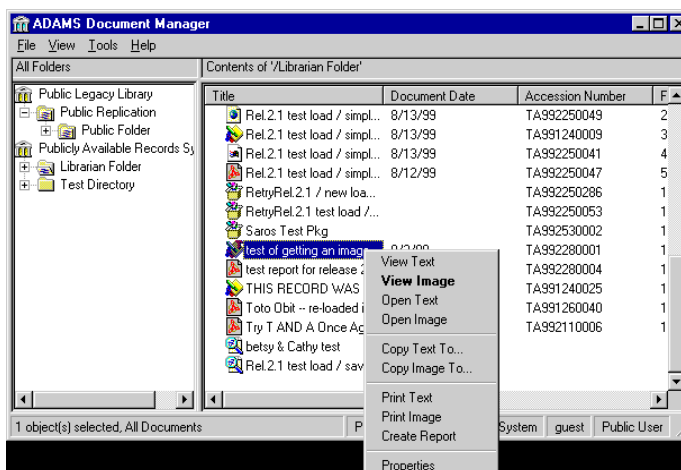
Lists of documents are found in the Document Manager and in the Search Result List:

1. The Document Manager view ----->

A TIFF image is highlighted.

Right click on the Title to see your options.

Fig. 6. Document Manager showing image options



2. Search Result Lists

In ADAMS Find ----->

A PDF document is highlighted.

Right click on a title to see options.

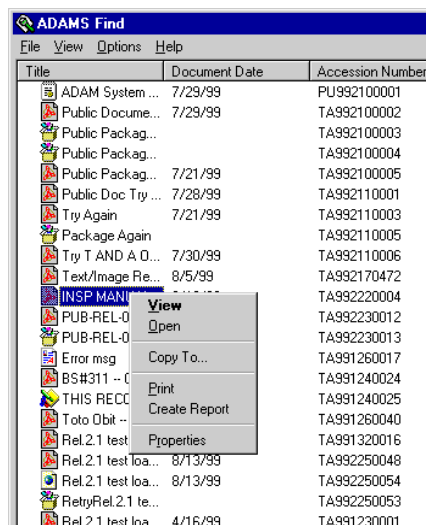


Fig. 7. Search Results List showing PDF file options

Document Properties

To display document properties:

- ! Right-click the **document** icon
- ! Select **Properties**

Each document has a set of properties that store additional information about a document. Document properties are displayed on a group of tabbed screens.

Properties Tab

Displays:

- " Title
- " Accession Number
- " Class
- " Library
- " Estimated Page Count
- " File Size(s)

The screenshot shows a window titled "Document Properties - [Proposed Tech. Spec. Amend...]". It has four tabs: "Properties", "Profile", "Packages", and "Folders". The "Properties" tab is active, showing a document icon and the title "Proposed Tech. Spec. Amendment to add new". Below this, the following information is displayed:

Accession No.	TA991120003
Class:	Official Record
Library:	Publicly Available Records System
Est. Page Count:	28
File Size:	1100158 (Image) 55345 (OCR Text)

At the bottom right are "OK" and "Cancel" buttons.

Fig. 8. Properties Screen

Profile Tab

Lists fields that describe the document including its Authors, and Document Type.

To display a long title or multiple values in a field:

- ! Click the value field
- ! It will expand to display any additional values

For a complete description of profile fields, [click here](#)

The screenshot shows a window titled "Document Properties - [Proposed Tech. Spec. Amendment to add new testing and operabilit...]". It has four tabs: "Properties", "Profile", "Packages", and "Folders". The "Profile" tab is active, showing a dropdown menu for "Class" set to "Official Record". Below this is a table of document properties:

Document Properties	Value
Item ID	992650013
Accession Number	TA991120003
Estimated Page Count	28
Document Date	8/28/97
Document Type (MV)	Letter
Availability	Publicly Available
Title	Proposed Tech. Spec. Amendment to add new testing and operability require
Author Name (MV)	
Author Affiliation (MV)	Duke Power Co
Addressee Name (MV)	
Addressee Affiliation (MV)	NRC/NRR
Docket Number (MV)	05000269, 05000270, 05000287
License Number (MV)	
Case/Reference Number (MV)	
Document/Report Number (MV)	
Keyword (MV)	ECCW, Emergency Condenser Circulating Water, Service Water System, Te

At the bottom right are "OK" and "Cancel" buttons.

Fig. 9. Document Profile

[Packages Tab](#)

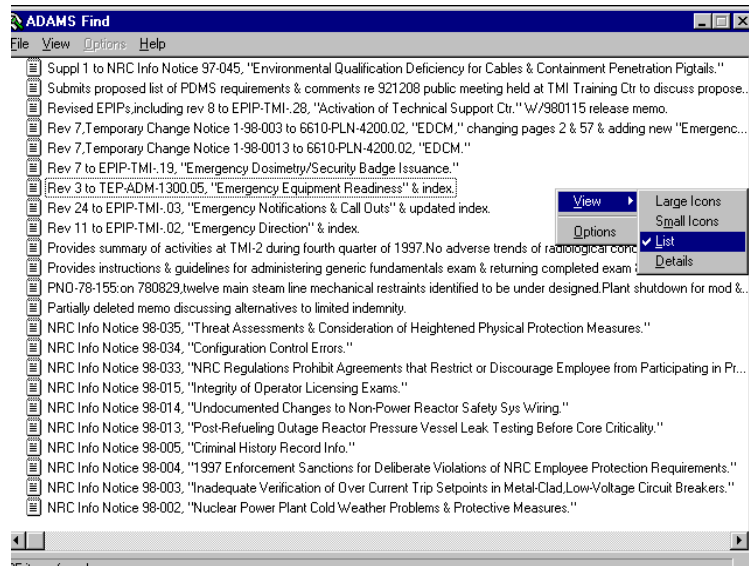
Displays the names of any packages of documents that include this document

[Folders Tab](#)

Displays the names of folders that contain this document

Viewing Document Profile Fields in Document Manager & Search Results List

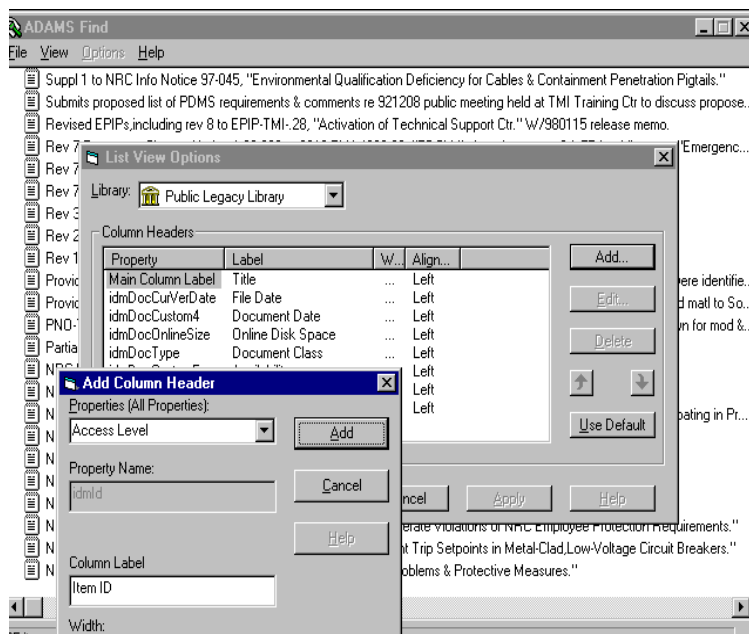
Views & Options let you choose how you want document pointers to display on your screen. You can choose a view to see more or less information about the document you see listed in a folder or found in a search.



To select a view for a window that displays document pointers:

- ! Right-click a "blank" area of the window
- ! Select View
- ! Choose Large Icons, Small Icons, List, or Detail

Fig. 10. Selecting Views



To select the columns that appear in Detail view:

- ! Right-click a blank area of the window
- ! Select **Options**
- ! Add Columns of Properties to the display
- ! Delete columns from the display
- ! Use Arrows to rearrange the order of the columns
- ! Click APPLY and then OK

Fig. 11. Changing Views

TIP !! - Avoid adding columns of multi-value (MV) properties like Document Type or Docket Number. These columns take a long time to display, and cannot be sorted.

To create and save lists of documents, see [Create Reports](#)

ADAMS Packages



Package is a concept used at NRC to describe a group of related documents, for example, a cover letter and its attachments. An attachment may be an older document being discussed, forwarded, or referenced in a new letter.

This concept and the linking of related documents is handled differently in (a) the Public Legacy Library and in (b) the PARS Library. For more information, see [Searching for Document Packages](#)

Package Properties in PARS Library only

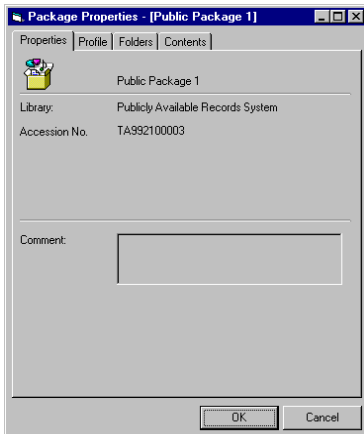


Fig. 12. Package Properties

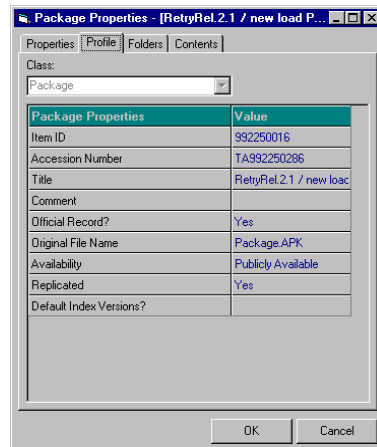


Fig. 13. Package Profile

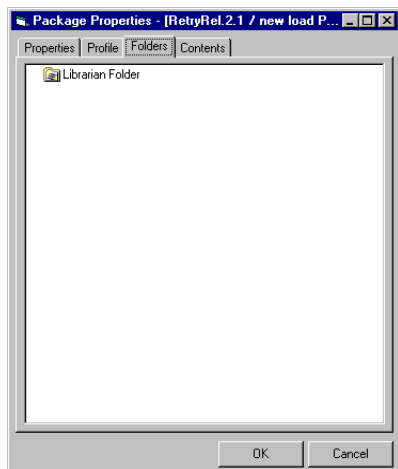


Fig. 14. Folders containing the Packages




Fig. 15. Package Contents

ADAMS Saved Searches.

Searches created in ADAMS FIND have been saved and stored in folders for your use.

To run a Saved Search found in an ADAMS folder:

- ! **Right Click** on the Saved Search icon 
- ! **Select Open**

To see the search criteria:

- ! Run the search.
- ! Open the **View** dropdown menu.
- ! **Select** the View Criteria option. Once selected, it will be **checked** (°).

To return to your result list:

- ! Open the **View** dropdown menu. When the screen form is shown,
- ! **View Criteria** will be **checked** (°).
- ! Click on **View Criteria** to deselect the option and return to the search result list

You can also [save search statements](#), store them locally, and rerun them anytime.

Searching for Documents

In the library, you will have access to documents that can not be found by browsing the folders in the Document Manager

To move from the Document Manager to the FIND options:

- ! From the Document Manager screen, click on the **Tools** to get a dropdown menu
- ! Select **ADAMS Find**

You may use capitals and lowercase when searching, searches are NOT case sensitive

There are two modes for searching ADAMS Libraries: [SIMPLE](#) and [ADVANCED](#)

For a [QUICK REFERENCE TO SEARCHING](#) click here.

There are two Libraries available for searching. [Click here](#) for a description of the content and scope of the different Libraries.

There are differences about how to search in the different ADAMS libraries

Each library has to be searched separately. There are differences between the libraries that should be noted when developing your search strategy.

! TIME PERIOD:

The Public Legacy Library contains only documents released before November 1999. Generally, documents in the PARS Library will be dated after October 1999. However, some documents dated before this time can be found in the PARS Library for the following reasons:

- " An older document may have been attached to a newly created document.
- " An older document may have been released in response to an FOIA request.
- " NRC may decide to retrofit certain sets of significant documents into ADAMS.

! DOCUMENT TYPE:

The schema used in the Document Type field is not the same in both libraries

! KEYWORDS:

- " [PARS Library](#) -- Keywords in this library are added by staff who generate or finalize a document based on local rules and procedures, not by professional indexers. This is not a mandatory field. Keywords will not be added to documents submitted to the Agency from external sources. Therefore, use of this field will only retrieve a sample of documents on a topic.

- " Legacy Library -- Keywords added to the profiles in the Legacy Library were generated by a process that evaluated the words used in the Title field and assigned more consistent Keywords trying to decode acronyms and abbreviations and use one word or phrase for synonyms. Contact the PDR Reference Staff for more information or for a copy of the PDR Thesaurus.

! **SEARCHING THE TEXT:**

- " PARS Library -- Almost all of the documents in the PARS Library can be retrieved by searching for words and phrases within the text. Exceptions would be older documents where the OCR process could not generate useful text. [Click here](#) for more information about the OCR process.
- " Legacy Library -- Only a small portion of the documents described in this library have searchable text files or abstracts. By searching for words within text you are eliminating thousands of documents. It is advisable to use the text searching feature only when you are looking for a document that you know exists.

! **PACKAGES.**

[Click here](#) for more information about Packages.

! **INDEXING RULES, METHODS, AND PROFILE FIELDS:**

The profile properties describing the Legacy Library documents were assigned by professional indexers contracted to evaluate and describe each document. In the PARS Library, the same indexers are used to profile the incoming documents received from external sources. The documents generated by NRC staff are profiled by the staff as they enter their documents into the ADAMS Libraries. No review or enhancements are done on these internal documents by the indexing staff.

Using Required Fields: Be careful when using a non-required field or text search in your query statement. Not all profile fields have entries. Of the most used fields in searching, only Title, Document Date, Document Type, and Author Affiliation will always have a value. Other often-used fields in search, for example Docket Number or Author Name, are not always used. Therefore, if you used a non-mandatory field and you don't find the document for which you are looking, try eliminating that field from your search statement.

PARS Library

The following fields are mandatory when profiling NRC documents.

Title
Document Date
Document Type (MV)
Author Affiliation (MV)
Availability
Document Sensitivity
Estimated Page Count
Vital Records Category
Media Type
Physical File Location

FACA Document
Text Source Flag
Date To Be Released

Legacy Library:

The following fields are not used in the Legacy Library.

Document Date Received
Vital Records Category
Document Status
FACA Document
Date to be Released
Contact Person
Official Record

USING SIMPLE FIND

To choose the Library you want, in the **Look In:** box, click on Public Legacy Library or Publicly Available Records Systems (PARS) Library.

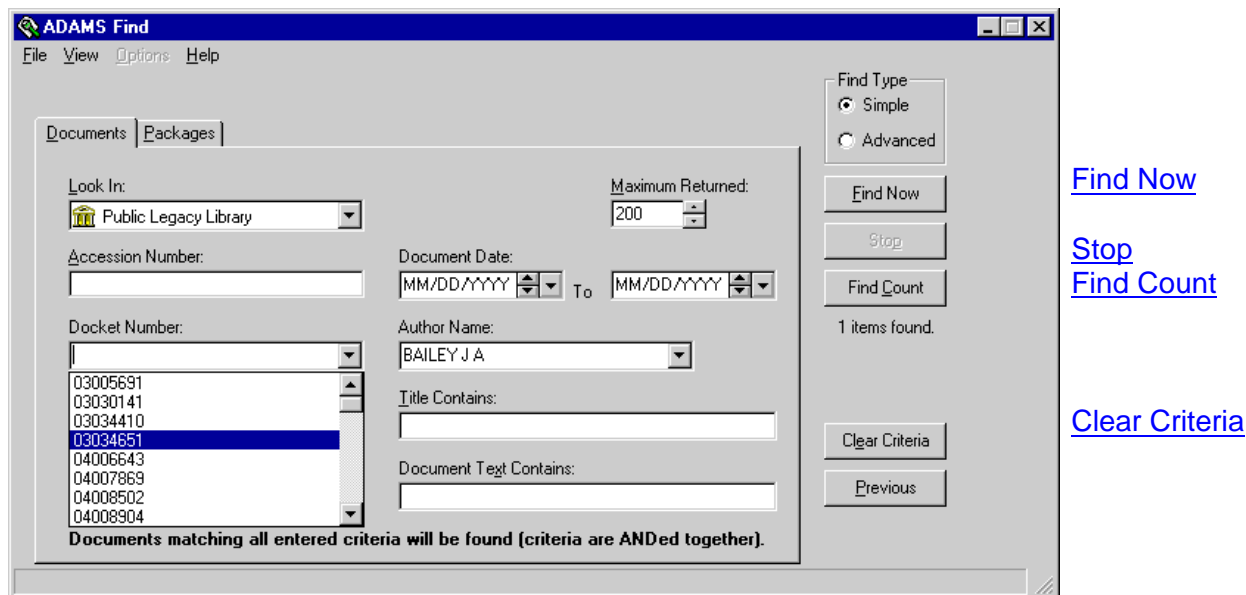


Fig. 16. SIMPLE Find Screen

The Simple Find feature lets you quickly locate documents in the library by their -----

- ! **Accession Number**
- ! **Docket Number**
- ! **Document Type**
- ! **Case or Reference Number**
- ! **Author Name**
- ! **Document Date**
- ! **Title**
- ! **Document Text**

Simple Find Features

- ! **Pick Lists** permit you to see a list of the values used in some of the profile fields. If you click in the field and begin typing, you can move quickly through the list. The list will show the next 100 occurrences. To move further in the list, type the first few characters.
- ! **Title Contains** and **Document Text Contains** fields are for word or phrase searches. You can enter up to 32 characters, and multiple words to narrow your search results.
- ! When searching using the **Title Contains** and **Document Text Contains** field, you can use [wildcards](#) and **quotes** with word or phrase searches:
- ! You can enter search criteria into multiple areas of the Simple Find window. A logical ["AND"](#) automatically combines the search criteria together to narrow the search results to documents that match all of the search criteria.
- ! In Simple Find, you can use the **Packages** Tab in top left part of screen to limit your search to Package Titles.

ADVANCED FIND

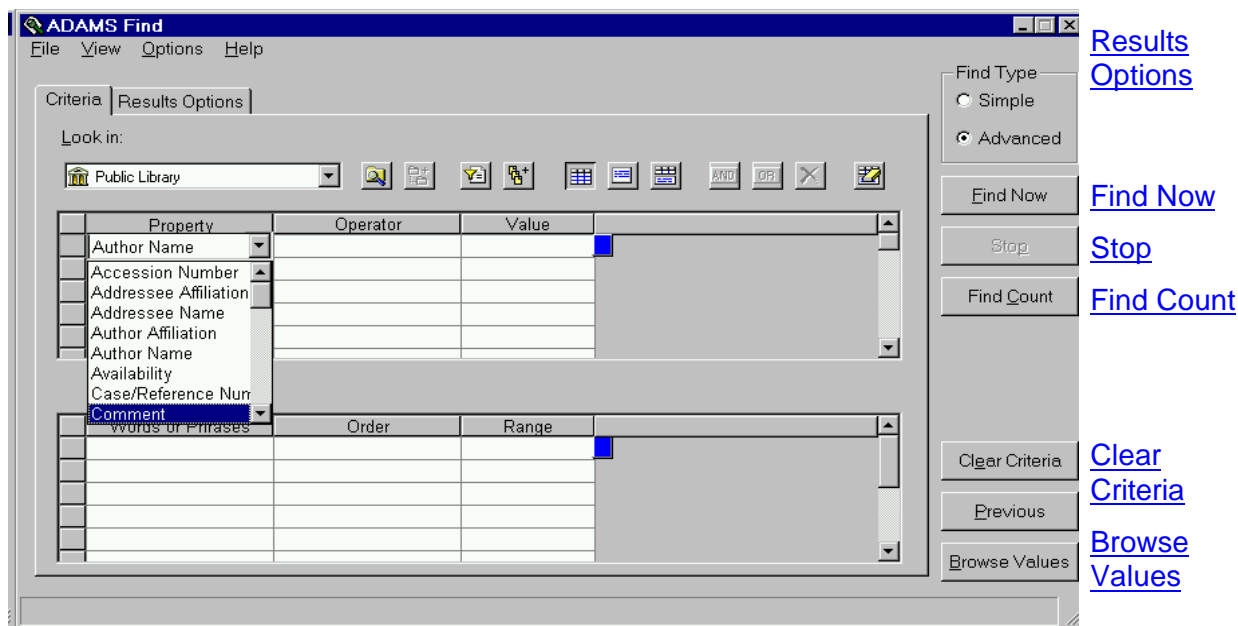


Fig. 17 ADVANCED Find Screen

Use Advanced Find instead of [Simple Find](#) when you want to:

- ! Use [wildcards](#) in document property searches
- ! Search on document profile fields that are not available using the Simple Find
- ! Control how search criteria are combined together, using [Boolean Operators](#)
- ! [Change the display](#) of your search results
- ! [Save your search](#) criteria to use again
- ! Retrieve both documents and packages when doing Title searches

The Advanced Find features will become increasingly valuable as the number of documents in ADAMS increases.

Advanced Property Searches

To enter an Advanced Property Search:

- ! Click the blank area under the **Property** heading
- ! Click on the arrow to drop down a list of properties and click on a property
- ! Click the blank area under the **Operator** heading
- ! Click on the arrow to drop down the list of operators and select an operator. See [Wildcards](#) and [Boolean](#)
- ! Click the blank area under the **Value** heading
- ! Type in a value or consult the [Browse Values](#) list.

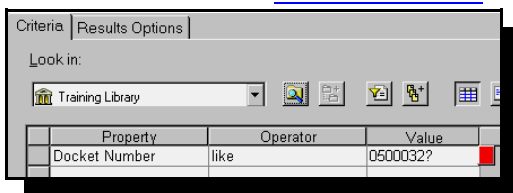


Fig. 18. Property Searches

Browsing Values

Browse Values

Fig. 19. Browse Value Button

The list of entries you see for each field when using the picklist (dropdown list) in SIMPLE Find or when you use the BROWSE VALUES feature in ADVANCED Find represent the values that have been entered into that field. There should be at least one document retrieved if you select one of these values. In Simple Search, you have [Picklists](#)

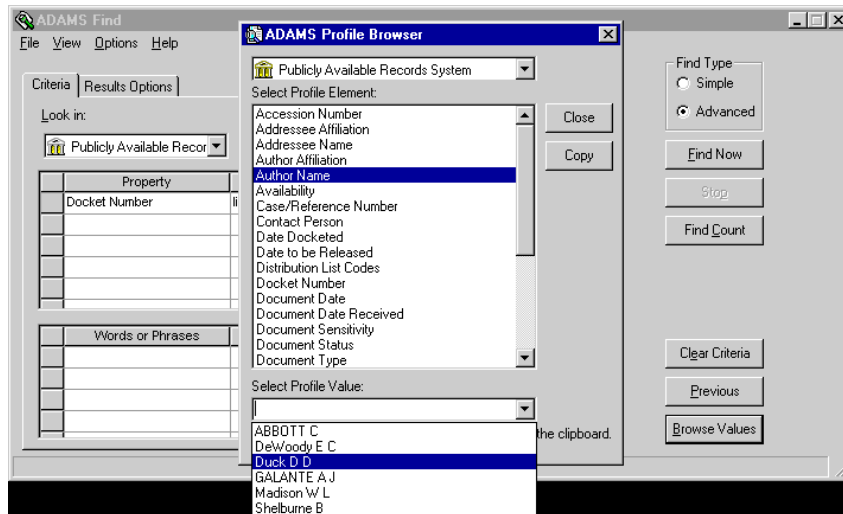


Fig. 20. Browse Value Window

In Advance Search

- ! Click the **Browse Values** button in the lower righthand corner of Advanced Search Screen
- ! In the **ADAMS Profile Browser** window, **Select the Profile Element** of interest
- ! In the **Select Profile Value** window, click on the down arrow to display the first 100 values used
- ! You can type the first characters of a value to move further down the list of values used
- ! **Highlight** the value of interest
- ! Click on the **Copy** Button
- ! Click on the **Close** Button
- ! Place the cursor in the **Value** column and
- ! Hold down **Control (Ctrl) key** and **type 'V'** at the same time to copy the value on which you wish to search

Searching the Text of Documents

The bottom section of the Advanced Find screen lets you build complex word or phrase searches that search the full text content of the document.

To enter an Advanced Word or Phrase Search:

- ! Click the blank area under the **Word or Phrase** heading
- ! Type in a word or multiple words
- " **Order** and **Range** columns are not enabled for a single word search
- ! Click the blank area under the **Order** heading
- ! Drop down the list and select **In Order** or **Random**
- ! Click the blank area under the **Range** heading
- ! Type in the max. number of characters that can separate words

NOTE: The range is the maximum number of characters, (**not words!!**), that can separate words. Stop words like "the" and "of" will not be counted towards the range. A blank range or a zero allows an infinite number of characters to separate individual words in a document.



Words or Phrases	Order	Range
cable tray	RANDOM	5

Fig. 21. Text Search

STOP Words Some words appear frequently or do not contain meaning and are ignored if you use them in a Document Text search. These include "and," "of" and "the."

WARNING: When searching the text of documents, you should be aware that the text searchable file for documents stored as TIF images was generated by the [OCR process](#) and is not a perfect match to the original.

SEARCHING THE TEXT IN:

- ! PARS Library -- Almost all of the documents in the PARS Library can be retrieved by searching for words and phrases within the text. Exceptions would be older documents where the OCR process could not generate useful text.
- ! Legacy Library – Only a small portion of the documents described in this library have searchable text files or abstracts. By searching for words within text you are eliminating thousands of documents. It is advisable to use the text searching feature only when you are looking for a document that you know exists.

Broadening and Narrowing Your Search

By using Boolean Operators in [Advanced Find](#), you can expand (increase) or restrict (decrease) your search result list. You can enter a total of 10 sets of search criteria.

To choose the Boolean Operator that combines search criteria:

- ! Pull down the **Options** menu
- ! Choose the desired **Operator**
 - " **AND** narrows your search results to documents that match all the search criteria. This is indicated by a **red** block at the end of the line of search criteria.
 - " **OR** broadens your search results to documents that match any set of search criteria. This is indicated by a **blue** block at the end of the line of search criteria.

Combining Boolean Operators

If you need to use a combination of Boolean operators, you can select the Boolean operators that combine specific sets of Property Search or Word and Phrase Search criteria together.

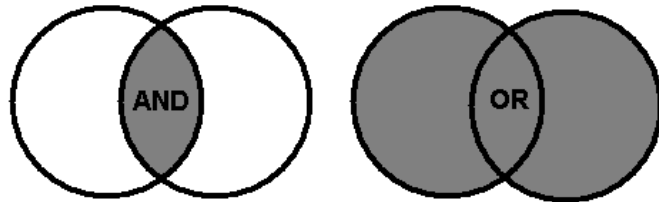
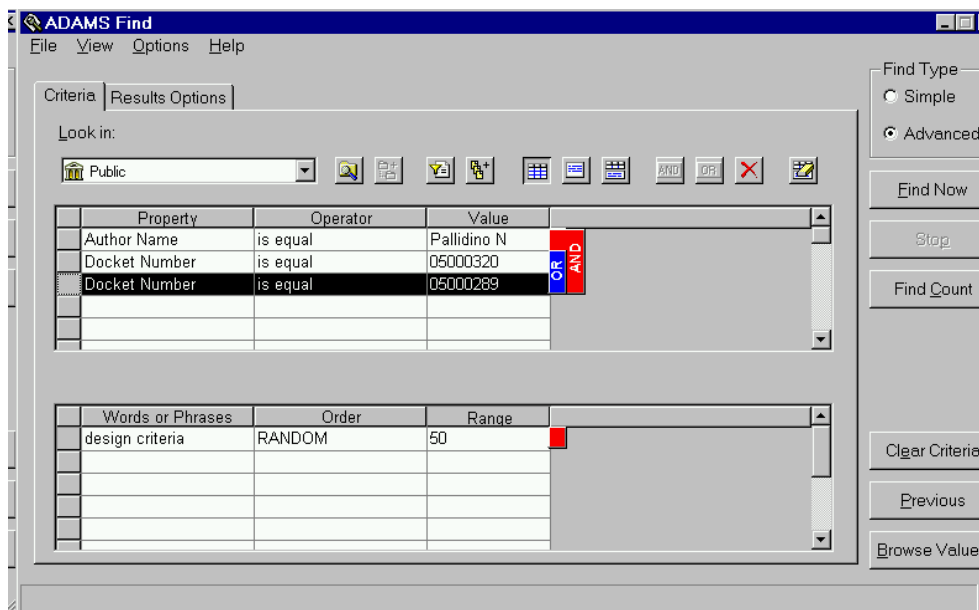


Fig. 22. Boolean Diagrams

To apply a Boolean Operator to a set of search criteria:

- ! Enter the sets of search criteria
- ! Use the Options menu to select the desired default operator
- ! Point to the selection box to the left of the first set of criteria
- ! Drag the mouse down to highlight additional selection boxes
- ! Click the **AND** or **OR** button in the toolbar
 - " - a red **AND** or a blue **OR** will appear on the right side

If you need to **change the Boolean operator**, follow the same steps to re-select the lines of search criteria and apply the correct operator.



<----Clicking the **X** button in the toolbar will delete the line of search criteria.

Fig. 23. Nested Boolean Searches

Narrowing your Search

To limit the number of retrieved items:

- ! Use the [AND](#) operators
- ! Narrow the time period by using the Date
- ! Do not use Range feature in [text searching](#)

Broadening your Search

To increase or expand the number of retrieved items:

- ! Use the [OR](#) operators
- ! If [searching the text](#), increase the range value and select Random order

Using Wildcards in Advanced Search

- ! * An **asterisk** is a wild card for multiple characters (i.e. radio* will find radioactive and radioactivity)
- ! ? A **question mark** is a wild card for a single character (i.e. wire? will find wires and wired, but not wiring)
- ! " **Quotation marks** create a phrase search, or allow you to embed a single quote in your search criteria (i.e. "cable tray" and "NRC's")

NOTE: You must use the **LIKE** or **NOT LIKE** operator if you wish to use a wildcard like * or ? in the value. For example, Document/Report Number LIKE SECY-97-* will find all SECY papers issued in 1997.

WARNING – software bug – There are two Boolean features, that when used separately or in combination, may give results not expected. **Be careful.** The underlying software used in ADAMS uses relational database tables. When using the NOT EQUAL boolean operators and/or when using the wildcards on multivalued fields, you will get results that are strictly correct as a relational search statement but will not be as expected if you are used to searching traditional Library or Bibliographic systems. Please contact the PDR staff for more information and for help.

NOT EQUAL search limitation: You can specify that your result set should return documents where a property **does not have** a certain value, for examples:

1. Document Type **not equal** to Letters or
2. Addressee Affiliation **not equal** to NRC....
3. Document/Report Number **not equal** to NUREG/

The problem occurs because of how the ADAMS software interprets your query. The ADAMS software, being a relational system, evaluates (a) **each value** separately in the field specified for (b) **only** the records **that have a value in that field**.

The profile data is stored in relational tables. There is a table for each profile field. There is a row in the table for every value in that field. So, there are multiple rows in that table for a document if that document's profile has more than one value. Documents with no values in a certain field are not include in the table for that field.

If the field specified is a mandatory field in indexing, such as example #1 above, the second problem (b) will not occur.

Searching for Document Packages

A package stores a group of pointers to related documents. These may include a main document which is a cover letter, and one or more attachments. Large documents may be divided into smaller files that are packaged together to make them easier to work with.

There are differences in how packages are handled in the ADAMS Libraries.

In the Legacy Library

To find a package:

- ! Pull down the **Tools** menu
- ! Select **ADAMS Find**
- ! If necessary, change the Find Type to **Advanced**
- ! Select the Package Number Profile field
- ! Select the Operator **Like**
- ! Enter a 10 digit Accession Number of the Primary document, followed by the Wildcard
(*)
- ! Click **Find Now**

In the PARS Library



To find a package:

- ! Pull down the **Tools** menu
- ! Select **ADAMS Find**
- ! If necessary, change the Find Type to **Simple**
- ! If necessary, display the **Packages** tab
- ! Enter word(s) or a phrase from the package's title
- ! Click **Find Now**

When you open a package, you will see a list of the documents it contains. You can then work with each document individually.

To view the contents of a package:

- ! Double-click the package icon

Find Now



Fig. 24. Find Now Button

After you have used the [Find Count](#) button to determine that your search will have an acceptable number of results, use the **Find Now** button to execute your search. A list of the documents found will be displayed in order by Item ID. This usually means the older documents will be displayed first. [Click here](#) for more information about formatting your search results.

Canceling/stopping a search



Fig. 25. STOP Button

The **Stop** button will appear in the status line during a long search. Click it to cancel a search that is taking too long.

Finding How Many Documents You'll Retrieve



Fig. 26. Find Count Button

The **Find Count** button lets you see the number of documents that match your search criteria.

Use the Find Count button to:

- ! avoid executing a search that will not find any documents
- ! determine if you need to increase the default maximum return to a number greater than 10 to get a complete list of documents
- ! reformulate your search criteria to [find fewer documents](#) before executing a search that will list too many documents
- ! NOTE that the Find Count does not work with text search

Clearing Search Criteria

Before you begin another Simple Find, you should clear your search criteria. This will also clear the list of search results.



To completely clear your search criteria and search results, click the **Clear Criteria** button

Fig. 27. Clear Criteria Button

Managing and Viewing your Results List

To see more of your result list,

- ! open the **View** dropdown menu.
- ! When the screen form is shown, **View Criteria** will be checked.
- ! Click on **View Criteria**

This tab allows you to move between the search criteria screen and your list of documents found.

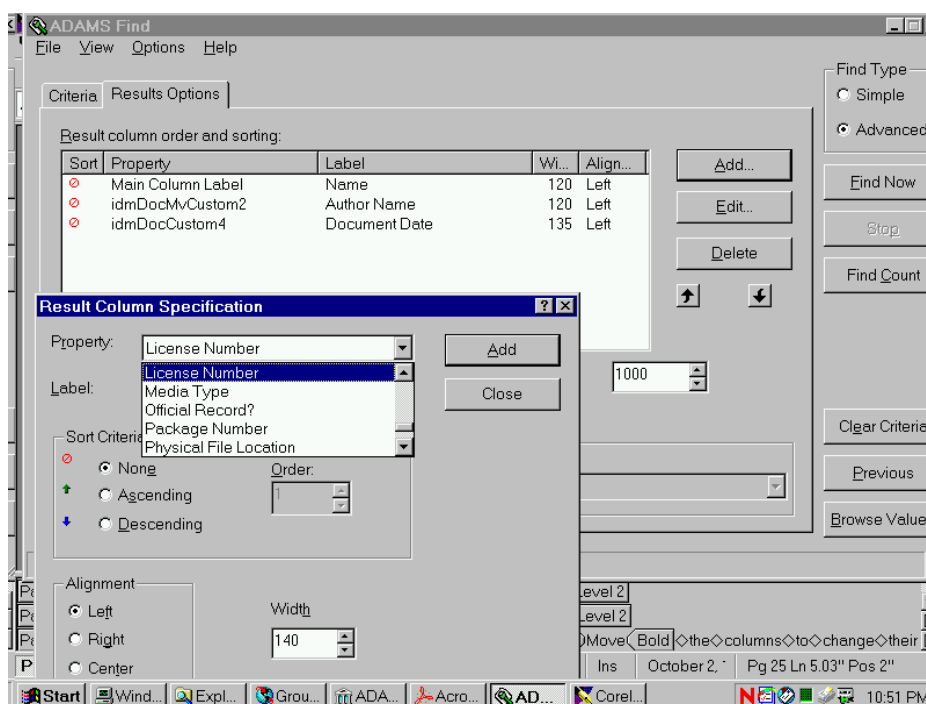
Working with Search Results

You can work with the document pointers in the Search Results. Right-clicking a document, or group of selected documents displays the same short-cut menu as the ADAMS Document Manager window. [Click here](#) for more detail

To add an additional column to your search results:

- ! On the Advanced Find screen, display the **Results Options** tab
- ! Click **Add** to display the Result Column Specification window
 - " - select the **property** for the new column
 - " - enter a **label** to appear in the column heading
 - " - a Multi-Valued (MV)property will be slow to display
 - " - click **Add**
 - " - click **Close**
- ! **Edit**, **Delete**, or **Move** the columns to change their order
- ! Set the **Maximum** number of documents to be returned
- ! Use **Find Now** to execute or redisplay the search results

Fig. 28. Results Options



Saving Search Strategies

You can save your search criteria in a document called a "Smart Search" on your local workstation. You can use your Smart Search to quickly re-execute your search in the future. This will allow you to perform the same search at a future time without reentering the search criteria.

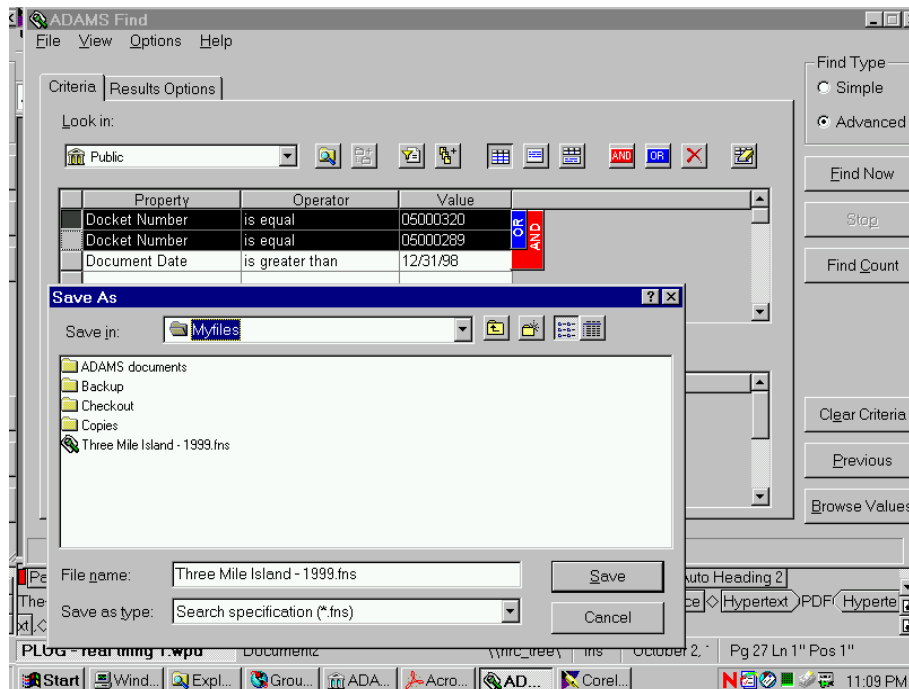
A Smart Search developed in one library **cannot** be used to search in another library. For example, a search saved in the Public Legacy Library will not work in the PARS library.

To save your search criteria in ADAMS, you must be at the ADVANCED Screen:

- ! Pull down the **File** menu
- ! Select **Save**
- ! Select **Local Drives**
- ! Navigate to the desired **location on your workstation**

- ! **Name** the search
- ! Click **Save**

Fig. 29. Saving Searches



To run a Smart Search:

- ! Pull down the **File** menu
- ! Select **Open**
- ! Select **Local Drives**
- ! Navigate to the desired search **located on your workstation**
- ! Double-click the Smart Search

To see the Search Criteria stored in a Smart Search:

- ! **Right-click** the Smart Search and select **Show Criteria**

Viewing Documents

The public documents are stored in ADAMS in one of three formats: [PDF](#), [TIFF](#), or [OCR text](#). When you are using ADAMS Libraries, documents can be viewed using the ADAMS viewers. If you make copies of NRC documents and want to view them after you have left the ADAMS Libraries, you will need to have software that will view the PDF and the TIFF files. If your Web browser cannot view these files, we have provided some information below about viewers that you may benefit from downloading and installing. Please note that NRC can neither endorse nor take responsibility for these software tools. In addition, the pages and links at these sites may change without our knowledge. Please read our [site disclaimer](#) for further details.



PDF files are viewed using Adobe Acrobat Reader. [Click here](#) for information about this reader and to download a copy.



TIFF files can be viewed by a variety of image viewers. However, not all image viewers can handle the NRC documents because most NRC documents contain more than one page or image. NRC has tested and found that Imaging for Windows by Wang (95/NT) or Imaging for Windows by Kodak (98), which are included as a part of the operating system, can successfully view TIFF images with subfiles (multiple pages in a single TIFF file). For Macintosh users, image viewers such as GraphicConverter (shareware from <http://www.lemkesoft.de>) can successfully view and print multiple pages from a single TIFF file. For UNIX machines, there are several viewers in the public domain. The names of the viewers vary depending on the type of UNIX.

Viewing a Document

You can display a document in the ADAMS Document Viewer. This is a read-only window that can display a variety of file types.

Double-click the document title

NOTE: - a warning will appear if the document is [copyrighted](#)

To view Images and their OCR files at the same time:

- ! **Double-click** the Image title to view the document image
- ! Click the **Pin** button, far left button on the toolbar of the Viewer window
- ! Drag the Viewer window out of the way
- ! **Right-click** the Image title to get the options list
- ! Select the **View Text** option to view the ocr text file

You can use the Pin feature to compare two documents. There is a limitation: you can not view two PDF files at the same time.

The ADAMS Document Viewer has features that are only enabled to work with specific types of documents. For example, some of the buttons on the toolbar are only activated when you are viewing a TIFF image. The Adobe Acrobat toolbar will appear when you view a PDF document.

Marking Documents for Action Printing, Copying, etc.

To select multiple files:

- ! In the folder or Search Result list window, hold down the **CTRL key**, and
- ! **click on** each item you want to select:

To select a group of files that are next to each other in ADAMS Document Manager:

- ! **click** anywhere in the blank area of the window.
- ! A box appears
- ! you can **drag the box** around the files you want to select.

To select a group of files that are next to each other in ADAMS Document Manager or in FIND:

- ! **click** on a document title at the top of the group of files
- ! hold down the Shift key, and
- ! **click on** the last document title in the group

Printing Documents

About Printing ADAMS Documents

You can print to your local printer. Two items must be correctly configured before local printing is possible. The first component is your responsibility. Your computer and printer must be configured with the correct print drivers and configuration settings. You must be able to print locally. You should be able to open an application on your computer and print correctly.

Secondly, [Click here](#) for a list of printers that are supported by the Citrix ICA Web Client software. This list will be updated periodically.

If you experience problems when trying to print documents directly from the ADAMS Libraries, please try the following:

- ! [Download or copy](#) the document to a local drive and print that file.
- ! Find a printer type on the list that is a similar model to yours. Contact your printer vendor via the Web to obtain and load the printer driver for that printer. You may then be able to print ADAMS documents.
- ! [Obtain a copy](#) of the document from the PDR

NOTE: Many NRC documents have **more than 10 pages**. It may take some time for a large document file to be loaded onto your printer, [Click here](#) for more information about determining the size of the document files.

There are several ways to print documents

- ! To print **one document while viewing** it:
 - " If printing a PDF file, select the **Printer ICON**
 - " If printing a TIFF file,
 - select the **File Menu**
 - select the **Print** option
- ! To **print one or more documents** from the Document Manager or from a Search Result List:
 - " **Click on** one title or [mark several titles](#)
 - " **Right click** to the options menu
 - " Select **Print** option

NOTE: If you have a **combination of PDF and TIFF** documents that you want to print, mark all the PDF files and print them. Then mark the TIFF files and print them. If you mark a combination of PDF and TIFF files and select Print Image, you will get this message:

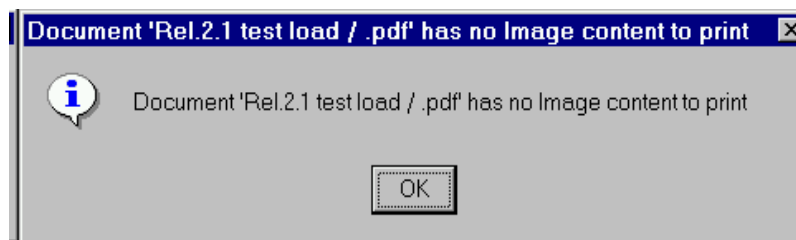


Fig. 30. Message when have PDF & TIFF in a marked list

If your marked list includes packages, you will not receive a print option.

Downloading/Copying Documents

About Downloading/Copying ADAMS documents to your workstation --

If you will be a regular visitor to the ADAMS Libraries, you may want to create subdirectories on your workstation, named "ADAMS copies", as a place to stored documents that you choose to download.

NOTE: Many NRC documents have **more than 10 pages**. It may take some time for a large document file to be copied to your workstation, especially if they are TIFF image files. Based on tests conducted, you can estimate that it will take about **one minute for every 100,000 bytes of data** in a document file if you are using a 28.8 Baud Modem. The time can vary depending on your Internet connection.

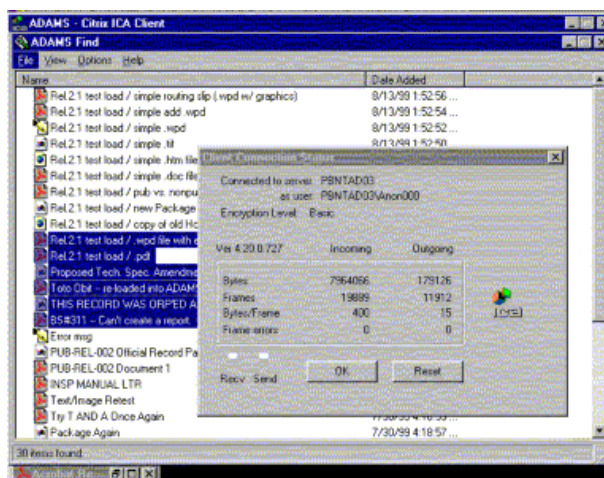
[Click here](#) for more information about determining the size of the document files.

To download a document:

- ! Right click on Document Title
- ! Select the **Copy To** option
- ! **Navigate to directory** on your workstation where you want **Copy Files To**
- ! Select **Save**
- ! You will see [ICA Client File Security Message](#)
- ! You must select option to provide **Full Access**
- ! The files will then be copied

Because this may take some time, you can monitor the progress by selecting the **Connection Status** option on the ADAMS Citrix ICA Client drop down menu

Fig 31. Connection Status



NOTE: If you have a combination of [PDF](#) and [TIFF](#) documents that you want to save, mark all the PDF files and print them. Then mark the TIFF files and save them. If you mark a combination of PDF and TIFF files and select **Copy To Image**, you will get like a message like the one shown at Figure 30.

If your marked list includes packages, you will not receive the **Copy to** option.

Creating Lists or Bibliographies

About Creating Lists of Citations to ADAMS documents.

You can create a report that will include the profile properties of a group of selected documents. This process generates a text data file that is displayed on your screen. It is similar to a bibliography that describes the documents that met your search criteria.

To create a report:

- ! Select a document or [mark](#) a group of documents
- ! [Right-click](#)
- ! Select the **Create Report** option
- ! Select a **Report Format**
- ! Select from the list of options, being sure you select a format with a prefix matching the Library in which you are working.
- ! Click **OK**
- ! The data about documents will be provided in a NOTEPAD file
- ! **Name** and **Save** the file to your local workstation
- ! **Navigate to directory** on your workstation where you want **Save Your Report**
- ! Select **Save**
- ! You will see [ICA Client File Security Message](#)
- ! You must select option to provide **Full Access**
- ! The report will then be saved

Ordering copies of documents

About Obtaining Copies of ADAMS ---

In a future enhancement, you will be able to right-click and order documents on-line.

Logging Off ADAMS

To close your session in the ADAMS Libraries:

- ! Dropdown the menu in the upper left corner of the ADAMS windows
- ! Select **Close**

FAQ's

See more FAQ's about the ADAMS program at <http://www.nrc.gov/NRC/ADAMS/faq.html>

Q. Are there any limitations for users who have MAC or UNIX workstations?

A. No. Visit "<http://download.citrix.com>" for more information.

Q. Can foreign guests/visitors to NRC's Web Site use ADAMS?

A. YES. There are no restrictions on access to ADAMS Libraries

Q. Can I access ADAMS through my company's LAN?

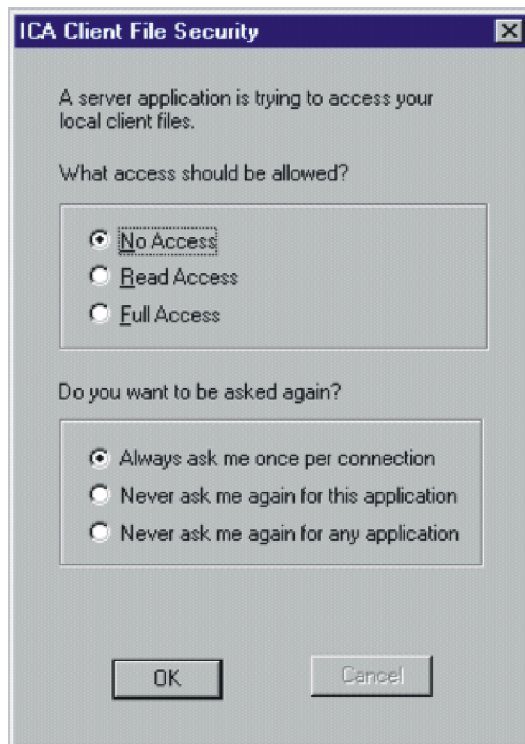
A. Yes. Your network must allow access through port 1677. If you have problems, you may want to contact your LAN Administrator.

Q. Can I search both Libraries at the same time?

A. No. This is currently not possible. Also, given the variances in the profiling methods between the two libraries used, you will probably need to construct searches with different criteria in each library. [Click here](#) for more information about the differences between the libraries.

TROUBLESHOOTING --- ERROR MESSAGES and what they mean

ICA Client File Security



When you take an action, such as opening or downloading/copying a file, that will write or read data from your workstation, you will get the following message. You must select the "Full Access" option to proceed.

Fig. 32. ICA Client File Security

Timing Out

If you do not interact with ADAMS for a period of 10 minutes, the ADAMS Session will be terminated.

FUTURE ENHANCMENTS

- ! The Help Button on the Task Bar will provide access to user information
- ! An On-Line Ordering feature to allow you to order printed copies of NRC documents from the PDR's Reproduction Contractor.
- ! Viewing more than one PDF file at a time will be allowed.

Quick Reference - 12 Steps for Simple Search & View

1. Click on **ADAMS Libraries** Icon
2. At the ADAMS Document Manager window, click on **TOOLS** drop down menu
3. Select **ADAMS FIND**
4. At the “**Look In:** ” **box**, select either Legacy or PARS Libraries
5. At the [FileNET Logon](#) screen, enter “guest” as the User ID, no password or group needed
6. If ADVANCED Find screen appears, select “[Simple](#)” option in the upper righthand corner of the screen
7. Select the search criteria box , e.g. **Document Type**, **Author name**, etc, known.
8. Click on the dropdown button & enter first few characters known
9. Click on **Find Count** button to see how many documents meet your criteria
 - a. If [too many](#), fill in another known criteria, e.g. word in Title or text
 - b. If [no records found](#), eliminate a criteria or widen the date range
10. Click on **Find Now**
11. Click on **View** menu option and click on [Show Criteria](#) to see more of the results
 - a. If you see the Title of the needed document before the search is complete, you can click on STOP button
12. **Right click on the Title** of the needed document to see [optional actions](#)

Glossary

Copyrighted Documents: The ADAMS Public Libraries may contain some documents submitted to the Agency that are copyrighted. NRC has obtained permission to store these documents in ADAMS Public Libraries. However, the copyright restrictions remain. **WARNING CONCERNING COPYRIGHT RESTRICTIONS.** The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

OCR= Optical Character Recognition: OCR software processes scanned bitmapped images and tries to recognize the shapes on the page as alphabetic characters and creates a searchable text file with an ".ocr" file extension. If the document being scanned is a typed, clean version, the OCR process can be 95-98% accurate.

Documents received by the NRC in paper are scanned to create electronic TIF images for storage in ADAMS. These image files are processed by Optical Character Recognition software. In ADAMS, no effort is made to correct the errors nor to format the text to look like the image. While not perfect, having this text file allows you to find documents when searching for words in the document. It is assumed the words used to represent the subject of a document will be repeated within the document. Therefore, even if the words are not always recognized, they will be recognized at least once within a document, thus allowing the document to be found via text search.

THE TEXT FROM THIS .ocr FILE SHOULD NOT BE COPIED FOR RE-USE IN OTHER DOCUMENTS WITHOUT COMPARING THE PASSAGE TO THE TIFF IMAGE COPY.

PDF Short for Portable Document Format, a file format developed by Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Acrobat Reader, a free application (plug-in) distributed by Adobe Systems.

TIFF (extension: .tif) Acronym for Tagged Image File Format, one of the most widely supported file formats for storing bit-mapped images on personal computers (both PCs and Macintosh computers). Other popular formats are BMP and PCX. TIFF graphics can be any resolution, and they can be black and white, gray-scaled, or color. Files in TIFF format often end with a .tif extension.

Viewers Software external to a browser that helps the browser view files that it could not otherwise view.